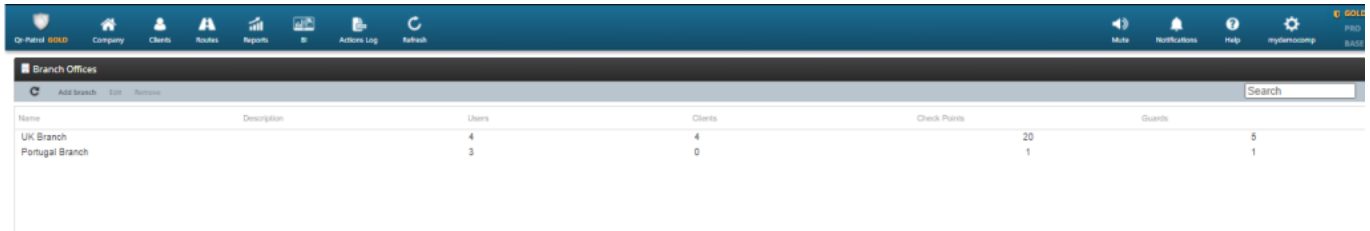


Branch offices

You can access your company's branch offices panel by clicking on the top left "Company" tab and select "Branch Offices" as shown on the right.

You will be prompted to the following screen:



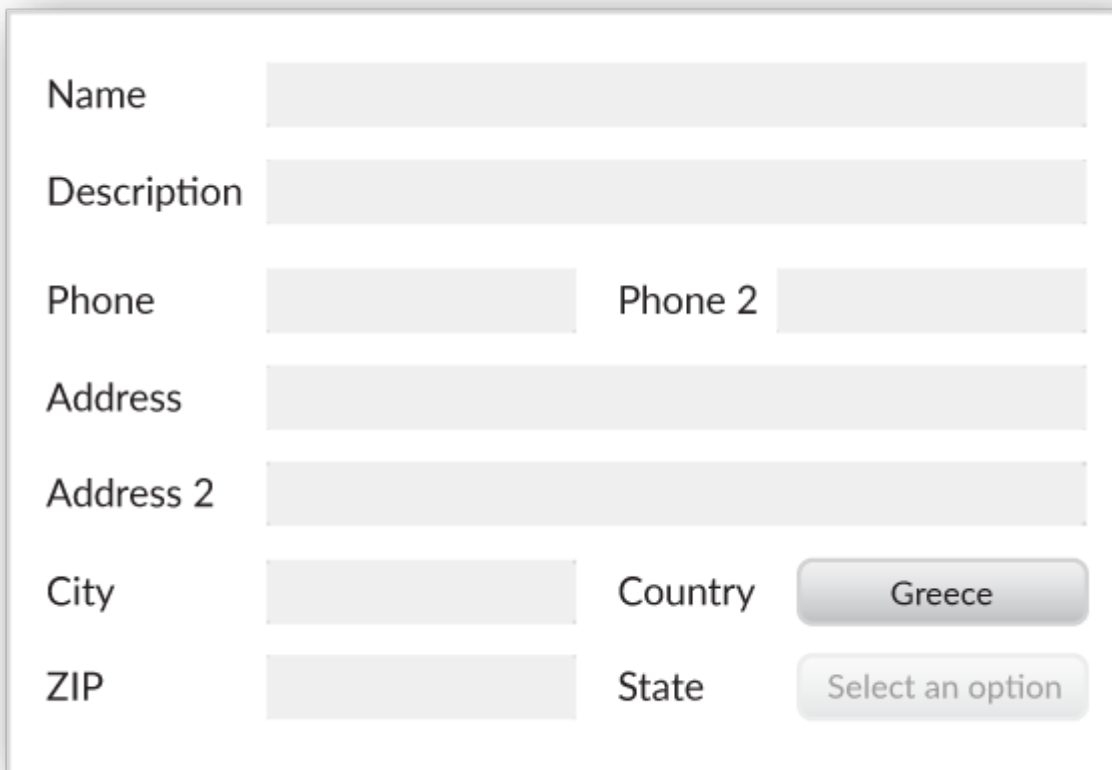
Name	Description	Users	Clients	Check Points	Quants
UK Branch		4	4	20	5
Portugal Branch		3	0	1	1

The panel is composed by a light blue toolbar of actions (Add Branch, Edit and Remove) and a list of your security company's branch offices

Add a branch

By clicking "Add branch" a new page (as shown right) will appear.

Fill-in the details for the new Branch and press on the button Confirm. After completing the addition, the newly created Branch office should appear in the list of Branch offices.



Name	<input type="text"/>		
Description	<input type="text"/>		
Phone	<input type="text"/>	Phone 2	<input type="text"/>
Address	<input type="text"/>		
Address 2	<input type="text"/>		
City	<input type="text"/>	Country	<input type="button" value="Greece"/>
ZIP	<input type="text"/>	State	<input type="button" value="Select an option"/>

Edit a branch

To edit a Branch office, select one from the list of your company's Branch

offices and click on “Edit”; a new page appears, containing 5 panels:

- Details (general data for the Branch)
- Users (list of Users assigned to this Branch)
- Clients (list of Clients assigned to this Branch)
- Check points (list of Check points assigned to this Branch)
- Guards (list of Guards assigned to this Branch)

You are able to edit the data under “Details” panel, as well as manage the list of associated Users/Clients/ Checkpoints/Guards.

The screenshot displays the 'UK Branch' management interface. It features a top navigation bar with icons for Gr Patrol, Company, Clients, Routes, Reports, BI, Actions Log, and Refresh. On the right, there are icons for Mute, Notifications, Help, mydemocomp, and a Gold status indicator.

The main content area is divided into five panels:

- Details:** A form for editing branch information. Fields include Name (UK Branch), Description, Phone, Address, Address 2, City (London), Country (United Kingdom), ZIP (GB 12345), and State (Select an Option).
- Clients:** A table listing assigned clients. The table has columns for Name, Username, and a checkbox for assignment. Clients listed include 'The "A" Factory', 'University SZ', 'Seaside Hotel', and 'Bank A, Cashier floor'.
- Check Points:** A table listing assigned check points. The table has columns for Check Point ID, Check Point Name, Client, and Site. Check points listed include 'Main Door', 'Side Door - Geo', 'Data Room - Form', 'Main Office', and 'Storeroom 32'.
- Guards:** A table listing assigned guards. The table has columns for Guard Name, Guard ID, and a checkbox for assignment. Guards listed include 'Maria Roussou' and 'Sevasti Thanou'.
- Users:** A table listing assigned users. The table has columns for Full name, Username, and a checkbox for assignment. Users listed include 'Administrator (Administrator)', 'UK Manager', 'General Manager', and 'Michael Parmazis'.

At the bottom of the interface, there are 'Back' and 'Confirm' buttons.

For Example: Click on the Gear icon available on the Clients panel. A new page will appear (as shown below) containing:

- A list of assigned Clients (upper panel)
- A list of available Clients (bottom panel)

Assign a Client to the Branch by simply clicking on the respective checkbox. By pressing the green arrow the Client appears in the list of the assigned Clients. In the same way, you can remove Clients from the list of assigned Clients by simply clicking on the Client checkbox and clicking on the blue arrow.

Company
Clients
Routes
Reports
BI
Actions Log
Refresh
Mute
Notifications
Help
[mydemo.com]
PRO
BASE

UK Branch: Clients

Assigned Clients

<input type="checkbox"/> Name	Username	Email	Phone	Phone2	Receive Email Alerts	Login Enabled
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> The "A" Stadium	theastadium	kpal@palioswarehouses.com				✓
<input type="checkbox"/> University SZ	sunivmanager	mroussou@terra.com.gr	+44123456789		✓	✓
<input type="checkbox"/> "Seaside" Hotel		mroussou@qipatrol.com				
<input type="checkbox"/> Bank A, Cashier floor		mroussou@qipatrol.com				

Clients

<input type="checkbox"/> Name	Username	Branch Office	Email	Phone	Phone2	Receive Email Alerts	Login Enabled
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

In the same way, you can manage the list of associated Users/Checkpoints/Guards.


Note: Clients can login with their own credentials and monitor (only) the actions of the Guards that have taken place to their own sites!


Remove Branches


To remove a branch you must first select one from the list of branches of your Company.

After selecting one from the list, you can click "Remove" – a pop-up window will appear which will prompt you to transfer all relevant entities (users, clients, etc.) of that branch to another one. Press "Confirm" to delete it from the Branches list.

Branch Offices

Add branch

Edit

Remove

Search

Name	Description	Users	Clients	Check Points	Guards
UK Branch		4	4	20	5
Portugal Branch		3	0	1	1

Are you sure you want to delete this Branch?

Note: Before deleting a Branch Office, any associated entities and history must be transferred to another available Branch Office. Also, any associated schedules history will be permanently deleted.

Select an option

Cancel

Move Entities And Confirm